

VILLAGE OF NORTHFIELD

10455 Northfield Road • Northfield Village, OH 44067

APPLICATION FOR EMPLOYMENT

OFFICE USE ONLY

Department: _____

Date of Hire: _____

Remarks: _____

◆ MAYOR VICTOR F. MILANI ◆

Police Chief
MARK C. WENTZ

Fire Chief
GARY C. VOJTUSH

Building / Zoning Inspector • Service Director

JASON WALTERS

OFFICE USE ONLY
IF HIRED, ATTACH PHOTOGRAPH HERE

An Equal Opportunity Employer

PERSONAL INFORMATION

NAME

LAST

FIRST

MIDDLE

SOCIAL SECURITY NUMBER

PRESENT ADDRESS

STREET

CITY

STATE and ZIP CODE

PERMANENT ADDRESS

STREET

CITY

STATE and ZIP CODE

TELEPHONE NUMBER (Include Area Code)

HOME

WORK

CELLULAR

ARE YOU AGE 18 OR OLDER? ☐ YES ☐ NO

ARE YOU AGE 21 OR OLDER (If applicable to position applied for)? ☐ YES ☐ NO

EMPLOYMENT DESIRED

POSITION

ARE YOU EMPLOYED NOW? ☐ YES ☐ NO

IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? ☐ YES ☐ NO

HAVE YOU EVER APPLIED TO THE VILLAGE OF NORTHFIELD BEFORE? ☐ YES ☐ NO WHEN?

EDUCATION	NAME and LOCATION OF SCHOOL	HIGHEST GRADE ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIES
GRAMMAR SCHOOL		1 2 3 4 5 6 7 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	
HIGH SCHOOL		9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			<input type="checkbox"/> Yes <input type="checkbox"/> No	

TRADE, BUSINESS, CORRESPONDENCE, or ACADEMY ATTENDED			<input type="checkbox"/> Yes <input type="checkbox"/> No	
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VILLAGE OF NORTHFIELD • Form AFE 2004 • MCWorks

PRESENT and/or PAST EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE MOST RECENT ONE FIRST)

DATE (Month and Year)		NAME, ADDRESS and TELEPHONE NUMBER OF EMPLOYER	POSITION	SALARY	REASON FOR LEAVING
From	To				
From	To				
From	To				
From	To				

REFERENCES

THE NAMES AND INFORMATION OF THREE PERSONS NOT RELATED TO YOU AND WHOM YOU HAVE KNOWN AT LEAST ONE YEAR MUST BE INCLUDED WITH THIS APPLICATION AT THE TIME IT IS SUBMITTED.

NAME	ADDRESS and TELEPHONE NUMBER (Include Zip and Area Code)	BUSINESS / PROFESSION	YEAR ACQUAINTED
1.			
2.			
3.			

AUTHORIZATION TO DO BACKGROUND CHECK, FOR RELEASE OF CONFIDENTIAL INFORMATION, AND WAIVER OF PRIVACY RIGHTS

I, _____, hereby authorize the Village of Northfield and its agents or employees to conduct a background check on me and authorize the release of pertinent information concerning me from any source, including, but not limited to, present and/or past employers.

The undersigned applicant, in granting this authorization, hereby specifically WAIVES any right to PERSONAL PRIVACY he or she might have in the above information and RELEASES the Village of Northfield and any person or agency from ANY LIABILITY WHATSOEVER resulting from the release of such information.

NOTE: Public Law 91-508 requires that we advise you that a routine inquiry may be made which will provide applicable information concerning **character, general reputation, personal characteristics and mode of living**. Routine inquiries may include **personal interviews with friends, family, neighbors, references, and present and/or past employers**. Upon written request, additional information as to the nature and scope of a resulting report, if one is made, will be provided.

My signature below certifies that my responses on this **Application for Employment** are true and complete to the best of my knowledge. I understand that employment is based on completion of all pre-employment requirements and procedures, which may include:

1. Interviews
2. Urine drug screen
3. Polygraph testing
4. Provision of proof of identity and employment eligibility for work in the United States

5. Education and reference checking

6. Testing (If applicable to the position for which you are applying)

In addition, I understand that any offer of employment will be contingent upon the results of a physical examination by authorized medical personnel of or for the Village of Northfield.

I understand and agree that any falsification or omission, either on this form or in response to questions asked during my interview or examination process or on employment forms I subsequently complete, shall be grounds for immediate termination, no matter when the falsification or omission is discovered.

Signature of Applicant: _____

Date of Application: